

Name		
Address		
City	State	ZIP+4
Phone # ()	Fax # ()	
E-mail address		
Company (optional)		

Select one class in each time frame by check the box.

Free Contractor Training Day Renton

Registration Form
Friday, December 11, 2009

Mail copy of this registration form to:
Dept. of Labor & Industries
Attn: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400

OR FAX to: 360 902-5292
OR Call: 360 902-6366 or 360-902-4733

Time	Room	Course Title	
6:30 - 8:00am	Check-in and networking		
7:00 AM			
<input type="checkbox"/>	Room C110	Introduction to OSHA #	1 Hour
8:00 AM			
<input type="checkbox"/>	Room C 101	Bidding, Estimating and the Bottom Line	
<input type="checkbox"/>	Room C 110	Residential Construction Accident Prevention / Car Safety #	1 Hour
<input type="checkbox"/>	Room C 111	State Taxes – Sales, Use & B&O	55 Minutes
<input type="checkbox"/>	Room H 102	Jobsite Safety Setup and Your Weeklies	
<input type="checkbox"/>	Room H 103	Plumbing Code Training – Part 1**	
<input type="checkbox"/>	Room H 105	Everything You Wanted to Know About Your L&I Account	
10:00 AM			
<input type="checkbox"/>	Room C 101	Bidding, Estimating and the Bottom Line	
<input type="checkbox"/>	Room C 110	Fall Protection and Personal Protective Equipment #	2 Hour
<input type="checkbox"/>	Room C 111	State Taxes – Sales, Use & B&O	
<input type="checkbox"/>	Room H 102	Prevailing Wage	
<input type="checkbox"/>	Room H 103	Plumbing Code Training – Part 2***	
<input type="checkbox"/>	Room H 105	Construction Contracts – What you should know!	
<input type="checkbox"/>	Room H 106	LEEDS Building – Part 1	
12:00PM	Lunch – on your own		
1:00pm			
<input type="checkbox"/>	Room C 101	New Contractor Overview	
<input type="checkbox"/>	Room C 110	Heat Related Rules and Fire Extinguisher Safety #	
<input type="checkbox"/>	Room C 111	Overtime, Breaks and Deductions	55 Minutes
<input type="checkbox"/>	Room H 102	Hiring an Independent Contractor / Prime Contractor Liability	
<input type="checkbox"/>	Room H 103	Electrical Licensing 101 *	
<input type="checkbox"/>	Room H 105	How do I Protect Myself and My Business?	
<input type="checkbox"/>	Room H 106	LEEDs Building Part 2	
2:00PM			
<input type="checkbox"/>	Room C 101	Green Building	
<input type="checkbox"/>	Room C 110	Ladders, Stairs and Scaffold Safety #	1 Hour
<input type="checkbox"/>	Room C 111	This Applies to Me – Small Business, Big Requirements	25 minutes
<input type="checkbox"/>	Room H 102	Get Money Back from L&I – Say It's So!	
<input type="checkbox"/>	Room H 103	Saving Money On Unemployment Premiums	
<input type="checkbox"/>	Room H 105	Subcontracting: Learn About Common Subcontracting Pitfalls	
3:30 PM			
<input type="checkbox"/>	Room C 101	Effective Marketing for Contractors	
<input type="checkbox"/>	Room C 110	Respiratory Protection and Hazard communications#(or Excavation for OSHA10)	1 Hour
<input type="checkbox"/>	Room C 111	Excavation and Trenching Awareness# (or Respiratory Protection for OSHA10)	25 minutes
<input type="checkbox"/>	Room H 102	Low Impact Development	
<input type="checkbox"/>	Room H 103	Plumbing Contractors – Certification Requirements*	
<input type="checkbox"/>	Room H 105	Managing Claims to Control Your Industrial Insurance Costs	
5:00 PM			
<input type="checkbox"/>	Room C 110	Tool Basics #	1 Hour

Please bring a copy of this schedule to the training

☐ Please add my E-mail address to the L&I Training Calendar (Bi-monthly e-mail with upcoming training events)

I learned of this workshop via: ☐ Mailing ☐ Newsletter ☐ Bldg. Assoc. ☐ Website ☐ Gov. Office ☐ Other_____

**Classes will be located at
Renton Technical College
3000 NE Fourth Street
Renton, Wa 98056**

**Bldg C – Technology Resource
Center**

- ☐ *Yes, I want to obtain 4 hours of Plumbing Industry Related Continuing Education Credit which requires attending two (*)classes plus 1 other. Fee is \$48.00. (Last 3 time slots)
- ☐ **Yes, I will to attend the Code Training Part 1 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.
- ☐ ***Yes, I will to attend the Code Training Part 2 for 2 hours of Plumbing Code Continuing Education Credit for a fee of \$24.00.
- ☐ # Yes, I want to Obtain my Free OSHA 10 Certification – (7am – 6pm)



Free Trainings for Construction Contractors

Where: Renton Technical College Bldg C – Tech Resource Center
3000 NE Fourth Street
Renton, Wa 98056

When: Friday, December 11, 2009

Check-in and networking begins at 7:30 AM (6:30am for those of you getting your OSHA 10 Certifications)

Don't miss out on this great training event! Fax in your registration today!

Course Descriptions and Presenters

Prevailing Wage (*Experienced contractor*) – Intents and affidavits on line, completing and filing. Scopes of work and prevailing wage rates – where to find them and how they are set. Certified payroll and other information you need to know when working on a public works project. Presented by Bea Hart, Industrial Relations Agent, at Labor and Industries.

New Contractor Overview (*New contractor*) – Information on how to protect your contractor registration status: Model disclosure requirements, advertising as a contractor, exemptions, fraud reporting and violations. Presented by Dennis Yonker, Specialty Compliance Technical Specialist.

Everything You wanted to know about your L&I Account (*New contractor*) - Learn what happens when you open your L&I account. What are risk classes and how are they assigned? Learn how rates are set and adjusted; how claims affect rates; what you can do to control your company's rates; and about the processes for filing your quarterly premium reports. Presented by Patrick Shanahan, Policy Manager, L&I.

Get Money Back from L&I – Say It's So! (*Experienced contractor*) - Yes, you can control and reduce your workers' compensation costs, and even get money back through the Retrospective Rating program! Learn tips and tools for your success, including hiring and training the right people for the right jobs; maintaining your accident prevention and safety plans; and appropriate and timely responses after an injury occurs. Find out about benefits, requirements and enrollment options for the Retro program. Presented by Jessica Nau from L&I's Retrospective Rating Program.

Managing Claims to Control Your Industrial Insurance Costs (*All contractors*) – Overview of the industrial insurance claims process for the new employer. We will help you understand your rights and responsibilities to protect workers from injury and what the processes are when an employee is hurt. "Light duty" and "return to work" opportunities, communicating with and getting the proper information to the claims manager and protest timelines and information. Presented by: Lori Evans, Claims Unit Supervisor, Labor & Industries.

Overtime and Break Requirement (*Contractors with employees*) – Payment of minimum wage and overtime for hourly, piece rate and other payment methods. Exceptions from overtime, basic worker rights and an overview of the new provision in the Industrial Welfare Act on meal and rest periods for construction companies. Presented by Jim Ashcraft, Industrial Relations Agent with Labor and Industries.

Hiring "Independent Contractors" in Washington State / Prime Contractor Liability (*All contractors*) – Learn the distinction between an "independent contractor" and an employee. This course will help you understand when you must meet safety standards, pay workers' compensation premiums and meet wage & hour requirements. You will also learn about potential liabilities for your Sub-Contractors Workers Compensation premiums. Presented by Steve Benfield of Labor and Industries.

Bidding, Estimating and the Bottom line (*New contractors*) - The crucial skills of bidding and estimating – know all the costs to make an accurate bid that will cover labor, supplies, taxes etc., to ensure you have a profit built into each bid. Presented by Joe Ratto, President, J.A. Ratto Company and 35 year construction industry veteran. Mr. Ratto also teaches business management courses for the National Association of Homebuilders, including estimating.

***Plumbing Contractors – What You Need to Know** (*All contractors*) – Proof of hours, what are the employer requirements, common causes that generate an audit and what is the difference between a trainee and an apprentice. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 6 year veteran of Labor and Industries. (Plumbing Industry Related CEU course)

****Plumbing Code Training – Part 1** – Learn common mistakes, code clarifications and how to save your company time and money. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 6 year veteran of Labor and Industries.

*****Plumbing Code Training – Part 2** – Current code, the UPC and Washington Amendments, highlights of recent code changes. Presented by Bruce Springer, Plumbing Technical Specialist, a 28 year journeyman plumber and 6 year veteran of Labor and Industries.

*** Electrical Licensing 101** (*All contractors*) - This class will explore the breakfast chat stories about who really can do electrical work, when electrical permits are needed, and is there any such thing as minor work. New permit types, licensing rules, and available on-line services will be discussed. Presented by Faith Jeffrey, Electrical Audit Manager (Plumber Industry Related CEU Course.)

State Taxes – Sales, Use and B&O (*All contractors*) – Get your questions answered about use taxes, B&O filing and other useful information from the Department of Revenue. Presented by Linda Miller-Baldwin from the Washington State Department of Revenue.

Saving Money on Your Unemployment Insurance Costs – Rules and reporting requirements for businesses in Washington state that operate with Washington employees. Overview of how the Unemployment Insurance System works and how laid off workers effect UPI rates assigned. Recent changes to the Unemployment Insurance Tax laws will also be a part of the presentation. Presented by Elizabeth Ekong, Tax Office Administrator, with Empl Security.

Job Site Safety Set-up and Your Weeklies? (*Contractors with employees*) – Toolbox talks and jobsite inspections – a "how-to" guide for contractors. Review of the basics of how to do weekly jobsite inspections and how to hold toolbox talks. Also, a discussion of online resources for these two activities as well as what has been identified as pertinent to the audit and meeting process. Learn what postings and documentation are required for your job site – for example – site safety plan, required postings, first aid and more. Presented by Randy Guzman, Asst Safety Director for Associated General Contractors.

Course Descriptions and Presenters, continued

Subcontracting: Learn About Common Subcontracting Pitfalls! (*Subcontractors*) – Learn about common subcontract terms that generals tend to use to put the subcontractor in a position where it is difficult to win in a dispute. This class will include a review of problematic clauses such as pay-if-paid, change directives, warranties, pass-through claims, etc. and how to deal with these clauses. Never blindly sign a subcontract again. Presented by Sage Linn, of Linville Law Firm, PLLC.

How do I Protect Myself and My Business? (*All contractors*) – Why you should or should not form a corporation, an LLC, a sole proprietorship. Get tips and information on protecting yourself and your business from liability and the tax consequences. Also learn how and when to get a personal guarantee and do a credit check to make sure that your clients will not leave you holding the bag. Presented by Seth Millstein, of Linville Law Firm PLLC.

Construction Contracts – What You Should Know! (*All contractors*) – Learn the benefits and advantages of using written contracts, the necessary and optional provisions and clauses building and remodeling contracts require and when and how to seek legal help. Presented by Sage Linn, Linville Law Firm.

Low Impact Development: Designed for the small builder, developer or designer, this course is an introduction to *Low Impact Development*. It will answer key questions, including "What's in it for the builder?", "Will it cost more?", and "Where does LID fit in with other stormwater regulations?" You will discuss cost effective LID techniques, which are best for residential lots, and strategies for getting local government approval. Presented by Jodi Slavik, Counsel for the Building Industry Association of Washington who has represented builders on land use and environmental issues for 12 years.

Green Building – What is it all about? (*All contractors*) - Learn more about Washington's green building programs and the advantages of going "green". Discover the established rating system that incorporates green building principles from start to finish. Green Building focuses on: energy efficiency; site and water considerations; indoor air quality; and materials selection to provide homes that are less expensive to own and operate provide greater comfort, durability and are good for the environment. Presented by Jan Rohila, Education Director, Building Industry Association of Washington

Effective Marketing for Contractors (*All contractors*) – Learn the differences between "marketing" and "advertising"; communication skills for the business owner; how to develop a business identity and use it effectively in advertising; and the advantages and disadvantages of the various forms of advertising. Presented by Jan Rohila, Education Program Director for Building Industry Association of Washington.

Build-It-LEED for Contractors – (*All Contractors*) - Learn the complete, step-by-step process for managing the construction of LEED projects from preconstruction to final documentation. Topics covered include: An introduction to LEED and the contractor's role, Review of the LEED scorecard, The 17 key "contractor LEED credits", A walk through of contractor responsibilities for each phase of construction. Review of contractor requirements and what needs to be done to earn the LEED credits for which contractors are responsible and how to document those credits? Presented by Rachael Jamison of the Department of Ecology, Stuart Simpson of General Administration and James Jenkins, of O'Brien & Company SDTI. **(Note – this is a two part class at 10am & 1pm)**

THIS APPLIES TO ME? Small Companies and Big Requirements (*New Contractors*) -Small companies often wonder what laws, regulations, rulings, and safety programs apply to them. And when they find out, they are often overwhelmed. Even companies that have no employees or just one are often required to provide a safe jobsite and written programs. Find out how to find out what safety programs you are required to have and how you can use the tools available to you to comply, it is easier than you think! Presented by Kris Alberti, Executive Director of the NW Independent Contractors Association. (Contact this presenter concerning CEU Credit for this course).

Fall Protection and Personal Protective Equipment :(*All Contractors/Employees*) – Workers who work above 4' from a platform must use fall protection and be trained on its use or implementation. Often at 10', personal fall arrest or similar systems must be used. This class covers anchors and their requirements, personal fall arrest systems, written Fall Protection Plans (both on and off the jobsite) and is the required training for your employees. The written Personal Protective Equipment plan and Job Hazard Analysis is also covered. Presented by the Northwest Independent Contractors Association (NICA).

Residential Construction Accident Prevention and Safety (*All contractors*) – Learn how a viable and comprehensive accident prevention / safety program save you money. Tools to develop or fine-tune your accident prevention program and ideas to develop a "Safety Culture" in your workplace. Presented NICA.

Ladders, Scaffolds and Stairways: (*All Contractors/Employees*) - Basic ladder, scaffold, and stairway safety requirements are covered in this class. Learn the safety regulations and best practices for their use and construction. Presented by the Northwest Independent Contractors Association (NICA).

Heat Related Rules and Fire Extinguisher Use: (*All Contractors / Employees*) - Heat Stress can affect all outdoor workers. This class covers Employer requirements to provide water on jobsites, signs and symptoms of heat related illness, emergency procedures for heat related emergencies, and related topics. We will also cover Fire Extinguisher training and requirements. Presented by the Northwest Independent Contractors Association (NICA).

Excavation and Trenching Awareness: Excavation and Trenching accidents are often fatal. Knowing the basic causes of collapse, the requirements for basic trench safety, available products, and the need for a competent person can save lives at the jobsite. Presented by the NICA

Respiratory Protection/Hazard Communication: This class is required for employers whose employees wear respirators. All employees who wear respirators must receive respirator training, medical evaluations, and fit testing. Hazard Communication covers training and written plan requirements for contractors who work with chemicals such as paints, primers, epoxy's, and glues. MSDS sheet requirements are also covered. Presented by the NICA.

Obtain your FREE OSHA 10 Residential Construction Safety Certification

You must attend the 7am and 5pm sessions as well as the courses marked by the # sign.

7:00am - # Introduction to OSHA This class covers the basic elements of the Federal OSH act, how it applies in Washington State, general regulations, jobsite inspections, and related topics. This is required for all attendees receiving an OSHA 10 card. Presented by the NICA.

5:00pm - #Tool Basics: This class covers hazards associated with construction tools, including serious injury and death. The electrical portion covers jobsite requirements for electrical safety and dangers inherent with working with electricity. Presented by the Northwest Independent Contractors Association. (NICA)

Department of Labor and Industries
Specialty Compliance Services
Attn: Shari Purves-Reiter
PO Box 44400
Olympia WA 98504-4400

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Free Training for Construction Contractors Renton, December 11, 2009 (Friday)

- Want to learn how to **save money** on Workers Compensation premiums?
- Do you need to **update** your Accident Prevention plan?
- Would you like to **get your OSHA 10 card**?
- Do you have a **written Business Plan**?
- Do you want to know more about **building green and low impact development**?

Then this **Free** training event is for you. All of the experts that can answer these questions and many more have been gathered together to bring you **Construction Contractor Training Day**. More than Twenty-Five different classes on everything from marketing to safety training to customer service issues.

The course has been approved for:

- **Plumbing Continuing Education Credit** – see our website for details and CEU fee.
<http://www.lni.wa.gov/TradesLicensing/Plumbing/TestCert/ContEd/> OR call 360 902-4666.